Assistant Residence Hall Director – Graduate Assistantship
Office of Housing and Residence Life
Ball State University

**Duties and Responsibilities:**
1. Serves as a resource person to residents for student, campus, and community services.
2. Works in the residence halls, assisting with check in/move in of residents and changing of rooms/halls, lock-outs, service requests and information, etc.
3. Serves as part of the on-call duty rotation for residence halls for a particular area of campus.
4. Responsible for responding to crisis, evacuation and other emergencies.
5. Assists in community building activities in the residence halls, including programming, assessment, coordination and facilitation of events.
6. Assists with the creation and or support of a living-learning community.
7. Investigates and confronts resident or staff complaints involving noise, alcohol related behavior, disruptive behavior, facility concerns, etc.
8. Assists with training, supervision and evaluation of resident assistants, desk staff and night staff.
9. Supports the university academic mission through programs and actions.
10. Attends departmental training workshops, departmental and director meetings and in-service programs.
11. Informs and advises residents of policies, procedures and regulations relating to residence hall living and supports related university policies and procedures, serving as a model for others.
12. Maintains confidential information appropriately.
13. Serves on departmental committees or advises departmental student organizations.
14. Performs other duties as assigned by the Residence Hall Director and/or Assistant Director of Housing and Residence Life.

**Work Load:**
This assistantship is a 10-month position with opportunity for summer employment when enrolled in summer classes progressing towards degree completion. Assistant Residence Hall Directors will work a minimum of 20 hours and a maximum of 29 hours per week.

**Supervision:**
Position reports to a Residence Hall Director

**Evaluation:**
Performance is evaluated in writing once per semester. Appointments are renewed based on past performance and willingness of student to renew. Re-appointments are also based on meeting Graduate School academic standards.

**Other:**
*Assistant Residence Hall Directors must be enrolled for no less than six credits (no less than nine credits if a SAAHE graduate student) and no more than nine credits in an academic semester during which they are employed.
*Assistant Residence Hall Directors must live in the apartment provided by the university during the time of their employment.
*Assistant Residence Hall Directors should be able to respond to problems and crises at any time of the day or night while in their role.
*Additional activities outside departmental expectations must be approved by the Associate Director of Housing and Residence Life.

**Minimum Qualifications:**
Earned Bachelor’s degree
2.75/4.0 GPA in undergraduate studies
Enrollment in a BSU graduate program
Significant leadership experience
Experience with community living

Preferred Qualifications:
Experience with populations of diverse ethnic backgrounds and life stages
Familiarity with a variety of technology and software programs
Experience with residence hall operations
Conflict mediation/crisis management skills
Supervisory experience
Community building skills

Compensation:
* One-bedroom furnished apartment, including utilities. Meals when fall and spring classes are in session.
* Local telephone, voice mail, computer data, and cable service.
* Tuition for up to nine credit hours per semester, excluding activity fee (includes out-of-state tuition and an option for a summer tuition waiver).
* Wages of $10,000 for the period from appointment mid-July through early May.
* Summer employment is available for an additional stipend.

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